

**DIRECTIVE NUMBER** 200-06-08

**DATE:** February 15, 2013

**TO:** All Components of the Department of Labor

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Tipping Guidelines

### **1.0 Purpose**

To inform employees of appropriate tipping guidelines.

### **2.0 Reference**

None

### **3.0 Procedure**

A travel voucher must show the amount of each tip given daily and whom the tip was given to. Employees are allowed to tip the skycap at the airport, shuttle/taxi driver, doorman/bellhop, and the hotel housekeeping. NO meal tips are allowed to be claimed as it is included in the per diem.

Here is a guide to show the allowable amounts:	
Skycap at the airport	\$1.00 - \$2.00 per bag
Shuttle to/from airport/hotel	\$1.00 - \$2.00 per bag
Taxi	15%
Doorman/Bellhop	\$1.00 - \$2.00 per bag
Hotel Housekeeping	\$1.00 - \$2.00 per day

### **4.0 Action Required**

All employees are to adhere to the contents of this Directive.

### **5.0 Inquiries**

Dawn Palmberg (785) 296-5000 x2551 or Annette Morris (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor  
*Signature on file*

Rescissions: None

Expiration Date: Continuous